

BYLAWS OF CLOVIS EVANGELICAL FREE CHURCH

ADOPTED 01/10/2010

THE CLOVIS EVANGELICAL FREE CHURCH may be referred to in this document as “the corporation,” “this congregation,” “the congregation,” “this church,” or “the church.”

ARTICLE I – GOVERNMENT

Subject to limitation of the Articles of Incorporation, these Bylaws, any pertinent restrictions of the Corporations Code of the State of California and Article V of the Constitution, the government of this church shall be Congregational with all the activities and affairs of the corporation administered by or under the direction of the Board of Elders.

ARTICLE II- MEMBERSHIP

Section 1.

Eligibility

Membership shall be granted subject to the conditions of Article VI of the Constitution of this church:

Constitution - ARTICLE VI – MEMBERSHIP

Membership in this congregation shall be open to all persons 16 years of age or older who have confessed Jesus Christ as Lord and Savior, who give evidence by confession and conduct that they are living in accord with God’s Word and in fellowship with Jesus Christ, who are in agreement* with the Statement of Faith, and who agree to submit to the polity of this church as set forth in the Constitution and Bylaws. *It is not necessary to agree with Premillennialism to be considered for Church Membership.

Responsibilities and privileges of membership are detailed in Article II, Section 6 of these Bylaws.

Section 2.

Application

Persons desiring membership in this congregation shall notify a Pastor or an Elder.

Section 3.

Prospective Members’ Class

Prospective members shall attend class sessions as may be required to adequately understand the history of this church, its distinctives, affiliations, Statement of Faith and responsibilities of membership. Classes shall be held under the direction of the Senior Pastor, or his designate.

Section 4.

Acceptance of New Members

A person desiring membership in the congregation shall be interviewed by the Board of Elders, or by a designate of the Board, regarding the person’s relationship to Christ. If the person is recommended to the congregation for membership, the Board shall post the names of applicants for membership in the bulletin at least two weeks prior to formally presenting them to the congregation. During the two week period, any person who objects to the prospective members being presented for membership may submit in writing any concerns to the Board of Elders. If no legitimate objections are raised, the Board of Elders will then present the prospective members to the congregation at a Membership business meeting, where they may be received into membership by a vote of acceptance.

Section 5.

Pastoral Membership

The Pastors and their wives shall become members of the congregation with full voting privileges upon acceptance of a call from the congregation, provided they meet the requirements for membership. Pastors and their wives shall not be required to attend membership classes.

Section 6.

Responsibilities and Privileges of Membership

Each member shall endeavor to pursue faithfully his or her responsibility as a child of God. This includes reading and study of the Holy Bible, the practice of spiritual disciplines, maintenance of a good personal and public testimony, participation in the activities of the congregation as God leads, financial support of the church as God provides, and regular attendance at congregational worship services and membership business meetings. Members are expected to follow the Lord in baptism.

Section 7.

Termination and Transfer

Any member who wishes to terminate membership in this church shall so advise the Board of Elders in writing and his or her name shall be removed from the roll. Any member may transfer membership to another church organization by making a written request for a letter of transfer.

Section 8.

Removal of Member

Any member who is willingly absent from participation in church services and does not communicate with the church with a reasonable cause or explanation for a period of three months or more, may be contacted by a representative of the church to determine the intention of the member. If the member expresses no interest in continuing participation in the ministry of the church, or if contact cannot be made through a reasonable effort, the member shall be removed from membership in the church by a majority vote of the Elders. The member, thus removed shall be notified of this action, if possible. Members may also be removed subject to the provisions of Article II, Section 9 of these Bylaws.

Section 9.

Church Discipline

If any member (or non-member believer in regular attendance) conducts himself/herself in a manner which is an offense to Christ and His church by reason of immoral behavior, or by persistent conduct which is judged by Scripture to be sin, or by promoting discord or division in the church, or by teaching or promoting doctrine which is contrary to Scripture, he/she shall be lovingly but firmly confronted and counseled privately by the person who is aware and has knowledge of the sinful behavior. If the erring member refuses to listen to private admonition and continues in unrepentant sin, one or two witnesses shall then be taken to meet with the unrepentant person for the purpose of an appeal to repentance. If the unrepentant person rejects the appeal of the two or three witnesses, the Pastors and Elders will be consulted at this point. The Pastors and Elders will, both individually and as a group, lovingly and patiently appeal to the erring Christian for repentance. If he/she refuses to repent at this time, he/she will be notified that the entire church will be notified at a regularly scheduled worship service or Membership

business meeting that he/she has refused an appeal for repentance and that the entire church will be called to pray for repentance and be requested to individually seek out and appeal to the unrepentant person. This procedure is in accordance with the Word of God as clearly stated in Matthew 18:15-17, and Galatians 6:1. Such confrontations must always be preceded with humble self examination (Matthew 7:3-5), and earnest prayer (Matthew 5:44 and John 14:13), and be carried out in the purity and gentleness of Christian love (Ephesians 4:15, II Thessalonians 3:15, II Corinthians 2:8, Galatians 6:1), always with the single motive of restoring a fellow believer (Galatians 6:1, James 5:19-20, Matthew 18:15).

If however, the unrepentant person refuses to listen even to the church and chooses to continue in his/her unrepentant condition, he/she shall be deprived of membership (where applicable) and any rights and privileges of membership and fellowship of the church (Matthew 18:17, Romans 16:17, I Corinthians 5:11, II Thessalonians 3:6, 14). This shall be done by a majority vote of the Board of Elders. The Board of Elders will announce to the congregation at any regularly scheduled Membership business meeting or service that this person has been removed from membership and fellowship with this church.

Section 10.

Property Use Limit

Real and personal property of the congregation shall be dedicated to God for use by this congregation. Any member who has terminated or who has been removed from membership loses all privileges to the use of the personal and real property owned or controlled by this congregation and shall have no rights at membership business meetings.

ARTICLE III – PASTORAL STAFF

Section 1.

Qualifications

The Pastoral staff, as individuals, shall meet the scriptural qualifications for Elders as given in I Timothy 3:1-7 and Titus 1:5-9. Each member of the Pastoral staff shall be a man of established Christian character, sound in faith and doctrine, and qualified to teach and preach the whole counsel of God. He shall subscribe to and abide by the Statement of Faith as contained in Article III of the Constitution of this congregation.

Section 2.

Duties

A. Senior Pastor

1. The Senior Pastor shall fulfill his duties as per his job description and letter of call.
2. He shall equip the membership of this congregation for accomplishing the purposes as expressed in Article II of the Constitution of this congregation. He shall do this by studying God's Word, by prayer, by teaching and preaching the Word of God, by counseling, by discipling and training, and by ministering to the needs of the ill and infirm.
3. He shall be a full voting member of the Board of Elders.
4. He shall present a written report on the current state of the congregation and the progress of his ministry at the annual membership business meeting.

5. All Pastoral staff and support staff shall be under the administrative supervision of the Senior Pastor.
6. The Senior Pastor shall have the responsibility and authority to hire and terminate all staff other than Pastoral staff with the advice and consent of the Board of Elders.

B. Associate Pastor

1. An Associate Pastor shall fulfill his duties as per his job description and letter of call. He shall support and assist the Senior Pastor in the ministry and perform other duties as assigned by the Senior Pastor and the Board of Elders. He shall attend Elder Board meetings at the discretion of the Senior Pastor or the Board of Elders. He shall not be a voting member of the Board of Elders, unless granted Eldership as outlined in Article IV, Section 5 of these Bylaws.
2. An Associate Pastor shall be a full voting member of any committee related to his area of oversight although he is not required to attend all meetings of these committees.
3. He shall present a written report on the current state of his area of ministry responsibility and the progress of his ministry at the annual membership business meeting.
4. Upon receiving a call to this congregation, an Associate Pastor shall be presented with a written job description which shall be considered part of the terms of his call. This job description shall outline his responsibilities and areas of oversight and shall be reviewed annually. It shall be prepared by the Senior Pastor in cooperation with the Board of Elders. He shall report to the Senior Pastor or his designate.

C. Assistant Pastor

1. An Assistant Pastor shall fulfill his duties as per his job description and letter of call. He shall support and assist the Senior Pastor in the ministry and perform other duties as assigned by the Senior Pastor and the Board of Elders. He shall attend Elder Board meetings at the discretion of the Senior Pastor or the Board of Elders. He shall not be a voting member of the Board of Elders.
2. An Assistant Pastor shall be a full voting member of any committee related to his area of oversight.
3. He shall present a written report on the current state of his area of ministry responsibility and the progress of his ministry at the annual membership business meeting.
4. Upon receiving a call to this congregation, an Assistant Pastor shall be presented with a written job description which shall be considered to be part of the terms of his call. This job description shall outline his responsibilities and areas of oversight and shall be reviewed annually. It shall be prepared by the Senior Pastor in cooperation with the Board of Elders. He shall report to the Senior Pastor or his designate.

Section 3.

Search Committee

When it becomes necessary to call a Pastor, the Board of Elders shall appoint a Search Committee of at least five (5) members of the congregation, two of which shall be elders, to

secure a Pastor. The Search Committee shall accumulate a list of potential candidates and screen each to determine fitness for the Pastorate with regard to his agreement with the Statement of Faith (Article III of the Constitution), his personal character, education, ministerial record and any applicable spiritual giftedness and abilities. The Search Committee shall recommend qualified candidates to the Board of Elders for consideration. The Board of Elders shall unanimously recommend a candidate to the congregation for consideration.

Section 4.

Election and Call

Election and calling a Pastor may occur at any regular or special membership business meeting. Election to call shall be taken by closed ballot with a quorum of twenty percent (20%) of the voting membership present and the affirmative vote eighty percent (80%) of the members present shall constitute a call. Absentee ballots shall not be permitted. The Pastor shall be called for an indefinite period of time, but either the Pastor or the congregation may terminate the Pastor's services according to the provisions of Article III Section 9 of these Bylaws.

Section 5.

Promotion

A non-Pastoral staff member may be promoted to the category of Pastor, or, an Assistant Pastor may be promoted to Associate Pastor, only with a unanimous recommendation from the Elder Board presented to the congregation at a regularly scheduled or special membership business meeting, a closed written ballot vote with a quorum of twenty percent (20%) of the membership present, and an affirmative vote of eighty percent (80%) of the members present.

Section 6.

Letter of Call

The congregation shall vote eighty percent (80%) in the affirmative to issue a letter of call to a potential Pastor. A quorum of at least twenty percent (20%) shall be present for the vote. The letter of call shall contain the following items and proposals: The congregation's decision, compensation, job description, housing allowance, insurance coverages, retirement benefits, special allowances, paid time off, sick leave, other time off for outside educational opportunities, and other benefits, responsibilities and authorities.

Section 7.

Evaluation

The Board of Elders shall give a performance and salary evaluation to each Pastor at least once each year. The evaluations of all the Associate and Assistant Pastors shall be conducted in cooperation with the Senior Pastor. Each Pastor's job description may also be reviewed and modified, if necessary, to remain consistent with his gifts and ministry areas and to assure that his spiritual gifts and service are most beneficial to the congregation.

Section 8.

Accusations

Accusations against the Pastor or Pastoral staff shall not be considered unless the procedure as set forth in Matthew 18:15-17 and I Timothy 5:19-20 is followed.

Section 9.

Resignation or Removal of Pastor

If the Pastor severs the relationship:

The Pastor must give written notice to the Board of Elders within a reasonable time frame, unless such notice is waived by mutual consent. The Elders are empowered to receive a resignation and to negotiate and approve a severance package with the Senior Pastor which shall not be subject to the limitations of Article V of the Constitution and Article IV, Section 12 of these Bylaws. After accepting the letter of resignation, the Board of Elders shall inform the membership of this action.

If the congregation severs the relationship:

The Board of Elders may recommend removal of a Pastor employed under this section upon an eighty percent (80%) vote of all the Elders, excluding the Pastor under consideration. Such recommendation shall then be presented to the congregation at a special Membership business meeting called for that purpose. There must be a quorum present of at least twenty percent (20%) of the church membership. In order to retain the Pastor, the congregation must vote eighty percent (80%) against the recommendation from the Board of Elders. Vote shall be by written ballot. The Pastor, who is the subject of the meeting, shall not attend. Termination shall be effective immediately, unless other mutual agreement between Pastor and the Board of Elders is made. Unless otherwise approved by the congregation, a minimum of three months compensation and benefits shall be paid to the removed Pastor.

ARTICLE IV – BOARD OF ELDERS

Section 1.

Authority

The overall authority for administration of congregational activity shall be vested in a Board of Elders elected by the congregation to be the executive body of the membership in actions both inside and outside the congregation. The Board of Elders shall be responsible for the general supervision of congregational affairs subject only to the final authority of the congregation as set forth in Article V of the Constitution. Further, the Board of Elders is responsible to implement the requirements of the Constitution and Bylaws of this congregation and to establish, guide and support policies and programs consistent with the Scripture and the Constitution. When required, the Board shall also report any findings fully and carefully to the congregation.

Section 2.

Responsibilities and Duties

The Board of Elders is responsible for the oversight of the church with responsibilities and duties including but not limited to:

- a. Be responsible for the oversight of both spiritual and temporal affairs of the church, to establish policies and practices consistent with the purpose of the church.

- b. To select and/or remove all the officers, agents, staff and employees of the church, as may be consistent with the Constitution and these Bylaws, to prescribe such duties for them, and fix the terms of their offices and their compensation.
- c. To appoint committees of the Board as deemed necessary by a majority of the Board of Elders.
- d. To coordinate all financial input and recommend an annual budget to the congregation.
- e. To consider and attend to the welfare of the Pastors and their families.
- f. To assist the Pastors with the ordinances of baptism and communion, to visit the sick and administer to the needy.
- g. To annually review Pastoral staff duties and performance and make such recommendation and take such action as deemed necessary and as are authorized under the Constitution and Bylaws of the church.
- h. To annually review Pastoral staff salaries and benefits, and propose any changes to the congregation. No Pastoral staff member shall participate in discussion or vote on any matter relating to his compensation.
- i. To borrow money and to incur indebtedness for the purposes of the corporation, subject to Article IV, Section 12 of these Bylaws, and to carry on any business and apply any retained earnings that results from such business activity to any endeavor in which the corporation may legally engage.
- j. To make such disbursements from the funds and properties of the corporation as are required to fulfill the purposes of the church, and generally to conduct, manage and control the activities and affairs of the corporation and to make such rules and regulations as they deem best that are consistent with law, with the Articles of Incorporation, the Constitution and with these Bylaws.

Section 3.

Composition

The Board of Elders shall consist of a minimum of five and no more than eleven qualified and elected members plus the Senior Pastor who shall be voting members. A majority of Elders shall be non-compensated. Associate Pastors who have been granted Eldership under Article IV, Section 5 shall also be full voting members. In the event there are less than five qualified candidates in a given year, the lesser number shall serve, if elected.

Section 4.

Eligibility

A candidate for the office of Elder shall meet the biblical qualifications for Elder as given in I Timothy 3:1-7 and Titus 1:5-9, and shall have been a member of Clovis Evangelical Free Church for at least two years. The offices of Pastor and Elder shall be held only by men (I Timothy 3:1-7, Titus 1:5-9).

Section 5.

Staff Eldership

The Board of Elders may, at their discretion and from time to time, nominate and recommend certain Associate Pastoral staff members to the congregation for the purpose of granting full voting membership in the Board of Elders, provided they meet the biblical qualifications of Eldership listed in Article IV, Section 4 of these Bylaws. Eldership so granted will not be subject

to term limitations and shall not be revoked, except by a majority vote of the remaining Elders or by biblical disqualification or by termination of employment.

Section 6.

Term of Office

Members of the Board of Elders shall serve for terms of three years. An Elder who has served two consecutive full terms (3 years each) will not be eligible for nomination for a period of one year following completion of a second term. It shall be arranged so that approximately one-third (1/3) of the terms of office shall expire each year.

Section 7.

Vacancies

If a vacancy occurs on the Board, that vacancy may be filled by appointment of the Board. The Board shall publish the name of the candidate for appointment to the congregation at least two weeks prior to appointment. If no legitimate objections are raised, the appointee shall serve until the next May Membership business meeting, at which time the congregation will elect a person to fill the remainder, if any, of the term.

Section 8.

Organization

Within two weeks following elections, the Board shall choose a Chairman, a Vice Chairman, a Secretary, and a Treasurer.

A. Chairman

In addition to his duties as an Elder, the Chairman shall preside over all meetings of the Board and all Membership business meetings of the Congregation. He may call special meetings of the Board and the Congregation.

B. Vice-Chairman

In addition to his duties as an Elder, the Vice-Chairman shall serve as acting chairman in the absence of the Chairman.

C. Secretary

In addition to his duties as an Elder, the Secretary shall record minutes of all Board meetings and shall prepare and transmit reports of Board actions as may be required.

D. Treasurer

In addition to his duties as an Elder, the Treasurer shall make or cause to be made disbursements and pay or cause to be paid all bills as authorized by the church or Board of Elders. He shall make or cause to be made a weekly record of income. He shall properly maintain and keep or cause to be maintained and kept, itemized accounts and record of all expenditures and submit monthly and annual reports of the same at regular Board of Elders and Membership business meetings.

Section 9.

Meetings

Regular meetings of the Board shall be scheduled as the Board may determine. Special meetings may be called by the Chairman or the Senior Pastor upon notice given to all Elders. Any member of the congregation may appear before the Board to address the Board at any regular meeting. In order to be added to the Board agenda, the member of the Congregation must advise the Senior Pastor or the Chairman at least two weeks in advance of the meeting.

Section 10.

Quorum

A majority of the Board shall be present at any regular or special meeting in order for the Board to transact business.

Section 11.

Voting

All decisions of the Board of Elders shall be resolved by majority vote of all Board members present at any regular or special meeting. There shall be a good faith attempt to achieve unanimous consent on all decisions.

Section 12.

Financial Obligations

The decision to incur any note, mortgage, or contract in an amount greater than five percent (5%) in excess of the total annual budget shall be presented by the Board of Elders and confirmed by the members of the church at a regularly scheduled Membership business meeting or at a special Membership business meeting. The confirmation shall be an eighty percent (80%) of all votes cast by members with a quorum present of twenty percent (20%) of the members of the church. Similarly, any conveyance or assignment pertaining to real property or other assets of the church with a value more than five percent (5%) in excess of the total annual budget shall be confirmed by the same procedure.

Section 13.

Personal Liability

No elected officer, Pastoral or other staff member, or any member of any Board, committee or sub-committee of this church, shall be personally or individually liable for any error or mistake, act or omission for, or on behalf of this church occurring within the scope of his or her duty as such officer, director, Board or committee member, excepting only for his or her willful misconduct or knowing violation of the law.

Section 14.

Accusations

Accusations against an elder shall not be considered unless the procedure as set forth in Matthew 18:15-17 and I Timothy 5:19-20 is followed.

**ARTICLE V – OPERATIONS AND PROCEDURES, MINISTRY COMMITTEES,
DEACONS, DEACONESSES**

Section 1.

Operations and Procedures Manual

The Elders shall publish or cause to be published an Operations and Procedures Manual which shall appoint and set forth appropriate corporate policies, ministry committees, functions and positions such as secretaries, coordinators, auditors, ushers etc. necessary to carry out the ministry of the church. The Operations and Procedures Manual may be amended by a majority vote of the Elders.

Section 2.

Ministry Committees

The Elders may appoint ministry committees that shall work in conjunction with and under the direction of the Board of Elders. The number and function of these committees may be amended at the discretion of the Board of Elders.

Section 3.

Composition

Each ministry committee shall be composed of one or more Elders or other members of the congregation at the discretion of the Elders.

Section 4.

Deacon, Deaconess Eligibility and Appointment

Candidates for Deacon shall meet the biblical qualifications for Deacons as set forth in I Timothy 3:8-13 and Acts 6:2-3. Candidates for deaconess shall meet the qualifications for deaconess as set forth in I Timothy 3:11. The Elders shall appoint deacons and deaconesses to their respective offices for an indefinite period of time. The deacons and deaconesses will assist the Elders in the service of the ministry. The Elders will care for the well being of the deacons and deaconesses.

Section 5.

Accusations

Accusations against any deacon, deaconess, or appointed leader will not be considered unless the procedure set forth in Matthew 18:15-17 is followed.

Section 6.

Other Committees

To promote efficient handling of church matters, the Elders may appoint various other committees from within the congregation to perform specific duties with powers specifically delegated by the Board.

No committee or organization shall be considered a part of the church activities until its sponsors have submitted their plans to the Board of Elders and received its approval.

All committees and organizations shall submit a written report and financial plan or statement to the Board of Elders prior to the preparation of the annual budget.

ARTICLE VI – NOMINATIONS, ELECTIONS

Section 1.

Nominating Committee

The Nominating Committee shall be composed of at least two Elders. One Elder shall serve as Chairman of the Nominating Committee. The Nominating Committee shall also have at least two, but not more than four, members of the church, who have been appointed by the Elders to the Nominating Committee. The committee shall prepare an initial list of nominees from the

membership to fill the office of elder. The Nominating Committee shall ascertain by interview or other means, the qualifications and willingness to serve of each nominee. The Nominating Committee shall then submit a list of qualified candidates to the Board of Elders for review. After review, the Board of Elders shall recommend a list of qualified candidates to the congregation for consideration and vote.

Section 2.

Nominating Procedure

The Nominating Committee shall solicit names of prospective candidates for the office of elder from members of the congregation. The Nominating Committee will evaluate the nominees by the Constitution and Bylaws. Names of nominees shall be given to the Nominating Committee not less than four weeks prior to the election in order to enable the committee to act in a timely manner. The list of qualified nominees shall be submitted to the Board of Elders for recommendation to the congregation. The recommended list of qualified nominees shall be provided in writing to the membership, not less than two weeks prior to the election. Nominations from the floor shall not be allowed at the time of the election.

Section 3.

Election Procedure

Election of Elders shall be conducted by closed ballot at the May Membership business meeting. Only members shall be eligible to vote. A quorum of at least twenty percent (20%) of the membership of the church must be present. Candidates who receive no less than eighty percent (80%) affirmative votes shall be elected. There will be no absentee ballots.

**ARTICLE VII – QUORUM, RULES OF PROCEDURE,
EXTRAORDINARY DECISIONS**

Section 1.

Quorum

A quorum for any Membership business meeting shall be twenty percent (20%) of the members of the congregation.

Section 2.

Rules of Procedure

All meetings shall be conducted in accordance with the general format found in Robert's Rules of Parliamentary Order, namely the elements of motion, second, discussion, amendment, withdrawal of motion, call for question, and vote. The Chair has discretion to either entertain or deny all other points of order found in Robert's Rules of Parliamentary Order.

Section 3.

Amendments

Amendments to these Bylaws may be enacted at any Membership business meeting by the affirmative vote of eighty percent (80%) majority of the votes cast provided that the proposed amendments have been presented to the Board of Elders in writing and discussed at a Membership business meeting not less than one month prior to the meeting in which the amendments are voted upon. A quorum of twenty percent (20%) of the members must be in attendance at the meeting to vote. All votes must be by written ballot. There will be no absentee ballots.

Section 4.

Extraordinary Decisions

Any issue involving decisions not covered by the Constitution and Bylaws of the Congregation, shall be submitted to the membership of this congregation for a decision. Provisions for passage in Article VII, Section 3 shall apply.